

Cover Letter for Project and Policy Specialist II – Housing

Burlington's Community and Economic Development Office (CEDO) seeks candidates for the position of ***Project and Policy Specialist II – Housing***. This position works within the Sustainability, Housing and Economic Development team at CEDO (SHED). This team, in contrast to CEDO's Community, Housing, and Opportunity Programs team (CHOP), works less frequently with recurring federal grant programs – but rather works in response to market forces and development proposals, and to change and create policy to achieve the City's goals. The City of Burlington continues to become less and less affordable, with too few residential units to meet the growing demands of our employment sectors, low-income families, seniors, and students. Every segment of our population needs more housing, and our downtown needs additional units to continue to grow as a vibrant and walkable place. This position will work with the Assistant Director of the SHED team and its teammates who have focuses on business growth, infrastructure and brownfields, and sustainability to achieve the goals of Burlington's Housing Action Plan. This position will also work closely with members of the CHOP team who focus on affordable housing. The position will focus on housing policy and housing projects.

Interested applicants should visit www.burlingtonvt.gov/jobs for a complete position positing and application instructions. All applicants must submit a cover letter, resume and completed City of Burlington Application.

Please direct questions to Julie Hulburd Human Resources Manager jhulburd@burlingtonvt.gov or Nathan Wildfire, current Assistant Director of Sustainability, Housing, and Economic Development at nwildfire@burlingtonvt.gov.